

# JABER ALJOMAH

ADMIN ASSISTANT



jaber.aljomah22@gmail.com



0553277900



Al-ahssa, Eastern, 32247, Saudi Arabia



## Skills

Microsoft Office 85%

communication skill 85%

Persuasion skill 85%

english language 55%

Withstand the pressures of work -  
and form a team spirit 100%

Human Resources Assistant, and full knowledge of all government platforms  
(..(Madad, Qiwa, Absher, Gosi, and others

## Professional Experience

### ADMIN ASSISTANT

Assist in all aspects of the administrative-1 organization  
Coordination between departments and units-2 working in solving administrative and operational problems on a daily basis  
Schedule and coordinate meetings, interviews,-3 events, and other similar activities  
Send and receive mail and parcels-4  
Preparing business correspondence (often using word processing, spreadsheet, and computer (presentation software  
Send faxes  
Files management  
Research and identify key data sources  
Multifaceted general of ce support performance  
Prepare meeting minutes, meeting drafts, and .internal support materials  
Send and receive company forms

Sadara Automotive  
Technologe Center  
Jul/2022- Still  
Dammam

### SENIOR CASHEIR

Receiving cash and transfers, closing and posting the movement of the fund, preparing nancial reports, following up and reviewing nancial matters, ensuring the validity of nancial statements and preparing the budget

Abdul Latif Jameel  
Business  
Jul/2010 - Jul/2022  
Khobar

### SENIOR CASHEIR

Receiving cash and transfers, closing and posting the movement of the fund, preparing nancial reports, following up and reviewing nancial matters, ensuring the validity of nancial statements and preparing the budget

Balubaid Company  
Nov/2006 - Jul/2010  
Jbail

### PUBLIC ADMINISTRATIVE CLERK

Writing administrative letters, internal and external correspondence, and preparing reports for clients

Manpower  
Services  
Corporation  
Apr/2006-Oct/2006  
Dammam

## Educational Qualification

### Professional Diploma

Business Administration Diploma - Public Administration

King Faisal  
University  
2023  
Alhassa